

# U.S. Fish and Wildlife Service

## QUARTERLY DIVERSITY ACCOMPLISHMENT REPORT FORM



Region/Program: Mountain-Prairie (6)

2<sup>nd</sup> Quarter, Fiscal Year 2005

## Report Guidelines

### Part I. Recruitment Activities

#### A. Minorities in Higher Education Institutions

DATE	PROGRAM ACTIVITY	UNIVERSITY/ COLLEGE**	CATEGORY ***	AWARDS TO UNIVERSITIES/ COLLEGE	STAFF HOURS/ SALARIES	COST
March 31 – April 1, 2005	Outreach/ Recruitment	Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) (They are affiliated and have chapters with many HBCUs)	Career Fair		6-hours for career fair for three employees	\$3400.00 (Travel cost only for three employees)
<b>Comments:</b> Region 5 coordinated and co-sponsored the event. Approximately 500 students visited the Service booth during the career fair. Region 6 was represented by the Assistant Regional Director (ARD) of Fisheries, Refuges Student Educational Employment Program (SEEP) Coordinator, and the Regional SEEP Manager. Region 6 conducted detailed interviews with approximately 15 students for future positions in the SEEP and the Federal Career Intern Program (FCIP). As a result of the career fair we have one projected SCEP hire and one projected STEP hire in FY 2006. <i>(Two attempts to bring on candidates in FY 2005 fell through due to lack of US citizenship and the student receiving another offer).</i>						

#### B. Disabled Recruitment Initiatives

February 2005 – A Diversity & Civil Rights (DCR) staff member attended the quarterly Cerebral Palsy of Colorado, Employment Works, Business Advisory Council (BAC) meeting. The meeting consisted of a roundtable discussion of a proposed website that would expand interagency networking and marketing. The website would have links to all BAC member agencies and have a section for state and private agency employment counselors to post the resumes of their clients with disabilities. The resume postings could be accessed by key word searches and all postings would include an agency contact and information on whether the person could relocate. The website would be another recruitment tool to increasing disability hires through more access to resumes.

February 2005 – A DCR staff member attended the Colorado Vocational Rehabilitation Connect meeting as an outreach method to network with professionals who serve clients with disabilities. The meeting focused on discussions of the Department of Energy's (DOE) website that allows persons, who are Schedule A eligible or are 30% or more Disabled Veterans, to post their resumes so that selecting officials interested in using special hiring authorities may search for candidates before advertising a position.

## **Resumes**

A total of four resumes were received this quarter for individuals with targeted disabilities from Colorado Division of Vocational Rehabilitation (DVR), the Veterans Administration (VA), and directly from individuals.

## **Placements**

During the first quarter a DCR staff member worked with a field office supervisor and an individual with a targeted disability to facilitate a Schedule A placement. The resulting position is a 'customized' job created for the individual. The person will be a third quarter hire.

### **C. Other Recruitment Activities**

On a weekly basis, a DCR staff member e-mails notification of Region 6 and 9 job openings to about 170 different advocacy organizations, colleges and universities, state employment offices, military organizations, and individuals. A summary of the job opening is provided with a link to the OPM web site. Also, provided is the Region 6 job line and a TTY number.

A DCR staff member searches USAJOBS weekly for merit openings and sends the announcements to the Employer Assistance Referral Network (EARN), a recruitment program funded by the Office of Disability Employment Policy of the Department of Labor. DEU and CARES vacancies are also sent. EARN searches for applicant matches with targeted disabilities who are eligible for Schedule A hires. This quarter, seven applicants have applied for positions based on EARN referrals, but none were selected. Job vacancies are also sent to Colorado DVR counselors, VA employment specialists, and directly to individuals with targeted disabilities who have sent their resumes to a DCR staff member.

### **Seasonal Recruitment Activities**

The Region seasonal employment opportunities included Department of the Interior (DOI) FIRE Range Aid (Firefighter) and Range Technician (Firefighter), GS-455-02/05; Biological Science Technician (Fisheries), (General), (Wildlife), GS-404-02/05; and Biological Science Aid, GS-404-02/03. All of the positions were posted on USAJOBS and included in the weekly e-mail notification done by the DCR office. Also, recruitment flyers were prepared by the program areas. The application process was via Conservation Applicant Referral and Evaluation System (CARES). The DCR office e-mailed each selecting official the series under-representation and that they must complete a post recruitment checklist and include any outreach done by their field station. There was only one seasonal selection effective in the 2<sup>nd</sup> quarter.

***\* Refer to Enclosure A. for additional recruitment activities***

## **Part II. Outreach and Educational Programs**

No items to report.

### Part III. Retention and Career Development Activities

#### A. Career Development Activities

No items to report.

#### B. Mentoring and Coaching Programs

The DCR Chief continues as a mentor in the Region's Mentoring Program and meets with the protégés on a regular basis.

February 2, 2005 - The DCR office arranged a job shadow opportunity for a student with a disability who participates in the High School/High Tech Program. The student assisted a biologist at the Rocky Mountain Arsenal NWR in a radio telemetry project, and both parties felt it was a successful experience. Efforts to place this student in the STEP program have been initiated.

#### C. Family/Work Life Initiatives

February 8, 2005 - A DCR staff member who is a member of the Majority and Moral Committee helped coordinate the first Chinese New Year Eve Office Lunch event for Regional Office employees.

February 24, 2005 – Fifteen Region 6 employees attended the DOI Book Forum. The guest author was Matthew Budd, M.D. and featured was his book, "You Are What You Say." The forums are designed to help government employees broaden their knowledge of leadership, finances and quality of life issues.

March 15, 2005 – The Region 6 sponsored a retirement seminar, "Understanding Your Federal Retirement Benefits." Sessions were held on the Federal Employment Retirement System, the Civil Service Retirement System, Social Security, Thrift Savings Plan, and health and life insurance. Approximately 100 employees attended various sessions.

### Part IV. EEO/Diversity Training and Events

Date	Course Title	Objectives	Number of Participants		Hours	Trainer	Cost
			Employees	Managers/ Supervisors			
01/18/05	Historical Properties: there is no such thing as a Grandfather Clause!	Accessibility Training for Managers and Supervisors	4	3	1.5	Great Lakes ADA & Accessible IT Center	\$25
01/25/05	Race – The Power of Illusion Series Episode 1 – The Difference Between Us	This episode examined the contemporary science - including genetics.	8	R6 – 6 R9- 1	2	Facilitated by the DOI Coalition	\$0

Month of January 2005	Martin Luther King Jr., Birthday	Display case was filled with information and posters	All	All		DCR	\$44.45
02/07/05 – 02/11/05	Transitioning to a Supervisory Role: Leadership Skills	This course was designed for supervisors, managers, and team leaders who want to develop and sharpen their supervisory skills and create high-performance cultures.	1	0	40	DOI University	\$390.00
01/21/05	An Orchestra of Cultures . . . A Symphony of Unity, 12 <sup>th</sup> Annual Dr. Martin Luther King, Jr., Diversity Training Seminar	This seminar was designed to honoring the principles of non-violence and inclusion fostered by Dr. Martin Luther King, Jr., and was presented by Mrs. Coretta Scott King	3	2 (This event was attended by the Regional Director and many other Region 6 employees)	2	Denver Federal Executive Board	\$495.00
02/28/05	Effective Facilitation Training	This course is intended for those employees who have or are expected to have responsibilities as facilitators in their respective agencies.	1	0	40	NCTC	\$947.76 (Travel cost only)
02/22/05	Race – The Power of Illusion Series Episode 2 – The Story We Tell	This episode uncovered the roots of the race concept in North America.	16	R6 – 5 R9 - 2	2	Facilitated by the DOI Coalition	\$0
Month of February 2005	Black History	Display case was filled with information and posters	All	All		DCR	\$54.25
03/31/05	Federal Mediation and Conciliation Service Training	Enhance mediation skills	0	1	4	DFEB ADR Consortium	\$0

03/22/05	Race – The Power of Illusion Series Episode 3 – The House We Live In	This episode asked the question if race is not biology, what is it?	6	5	2	Facilitated by the DOI Coalition	\$0
Month of March 2005	Women History Month	Display case was filled with information, posters, and bookmarks	All	All		DCR	\$0
<b>Comments:</b>							

## **Part V. Management Accountability/Noteworthy Activities**

The DCR office continues to involve managers, supervisors, and Human Resources (HR) staff in the development of identifying barriers equal employment opportunity. On January 10, 2005, the DCR Chief and staff members briefed the Regional Director (RD), Acting Deputy RD, ARDs, and the HR Officer on Management Directive (MD) 715. The briefing included a power point presentation and a walk-through of the Region's MD-715 report. There was an open discussion regarding workforce distribution and barriers.

For the third year, the DCR office is coordinating the Regional Office involvement in the Denver's Safe City Office Youth Employment Program. Four program areas are interested in placement of students for the summer.

The DCR office continues as an active member of the DOI Diversity Coalition-West. The Coalition sponsored diversity training by the showing of the video series, "Race: The Power of an Illusion." The January 19, 2005, meeting main focus was to design a workshop on how to apply for a Federal position. This workshop on the application process/resume building will serve as a recruitment opportunity with minority colleges and universities and other organizations in the Denver metro area.

The Region's Alternative Dispute Resolution (ADR) program continues to be coordinated by a DCR staff member. Activities this quarter included briefings to management on the status of on-going resolution agreements and consultations/discussions with the involved employees. The Region continues as a member of the Denver Federal Executive Board's (DFEB) ADR Consortium. The DCR Chief assisted in the development of a training program that was conducted, in March, by the Federal Mediation and Conciliation Service. A DCR staff member is an active mediator with the Consortium.

The DCR office continues to work with the Safety & Occupational Health Office, managers, supervisors, and employees who have a disability to implement individual emergency plans. The individual plans for the Regional Office employees who use wheel chairs have been finalized and will be released to the necessary parties next quarter. In February 2005, the Bureau of Reclamation Facilities Manager demonstrated the Garaventa Evacu-Trac CD7 evacuation chair to several Region 6 supervisors and employees. He also demonstrated methods to safely transfer persons with mobility impairments. In March 2005, two of the chairs were purchased and installed on the floors where the employees are located. Also, for all new employees an "Emergency Evacuation Reply Form" is included the new employee packet. The completed forms are returned to the DCR for any necessary action.

A DCR staff member continues to meet with and advise management officials, employees with disabilities, and HR staff on reasonable accommodation policy and issues as difficult situations occur. Such issues as whether to seek medical documentation, identifying functional limitations and essential job duties, using leave as an accommodation and how to separate disability issues from performance problems were addressed this quarter.

The DCR office continues in the Civil Rights Program areas, including the Federally Assisted Program. In January, the DCR office released an official discussion of the North Dakota Game and Fish Department's (NDGFD) response to the Civil Rights desk audit recommendations. NDGFD has one year to implement and submit proof of the requested changes. Additionally, DCR staff members worked with NDGFD personnel to clarify processes and legal wording. In January, the Region received Montana Fish, Wildlife & Parks (MT FWP) response to the recommendations from a post-award civil rights desk review. The DCR office is reviewing the Civil Rights Action Plan and preparing a follow-up correspondence. In March 2005, the DCR office released a follow-up correspondence to the Nebraska Game and Parks Commission (NGPC). This correspondence closed-out the desk review.

## **Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators**

### **A. Special Emphasis Program (Federal Women's, Hispanic, and Disabled)**

February 10, 2005 – A DCR staff member attended the DFEB Asian Pacific Islander (AIPC) meeting. Diversity and outreach initiatives, including SEEP initiatives, and agency vacancies were discussed and shared.

March 29, 2005 – A DCR staff member attended the Federal Employed Women (FEW) meeting. The main focus of the meeting was to establish a new chapter and an overview of the FEW mission, and the benefits of becoming a member.

### **B. Student Educational Employment Program (SCEP and STEP)**

February 17, 2005 - The DCR Chief and a staff member met with the Regional Director, Acting Deputy RD, ARDs, and HR Officer to discuss the SEEP. Specific actions were addressed during the meeting, including attending the MANRRS job fair, transfer needs of SCEP student to a different program area, and the Region 6 policy for the SEEP.

#### **SCEP**

February 6, 2005 - Refugees converted a White female from a SCEP, Student Trainee (Realty), GS-1199-05, to a Realty Specialist, GS-1170-5/7/9.

#### **STEP**

There was no minority and/or female STEP activity in the 2<sup>nd</sup> Quarter.

## 2nd Quarter Recruitment Efforts (Merit & DEU Only)

Vacancy Number	Appointment	Series	Grade	Outreach Efforts
R6TEMP-2004-002	Temp	0455	05	24 JAN 05, position cancelled per Chief of Refuges due to stations lack of effort to recruit a broad applicant pool. Recommended to attempt outreach at local colleges in the area as a minimum.
FWS6-04-108	Perm	0301	09	FWS Only - limited outreach
FWS6-04-106	Perm	0480	14	FWS Only - mailed to service employees
DEU6-05-001	Temp	3502	03	Sent to local colleges.
FWS6-05-005	Perm	0482	07/09	Local Job Services, MT State U., other Gov agencies in Gallatin County
DEU6-05-003	Perm	0401	11	Local Colleges and Universities Also announced on FWS6-05-003
FWS6-05-003	Perm	0401	11	Local Colleges & Universities, UT Division of Wildlife Selection from DEU6-05-003
DEU6-05-006-Lee	Temp	0455	07	State Local Fed Offices, State Universities/Colleges, and employment offices in MT
DEU6-05-004-Benton	Temp	0455	04	State Local Fed Offices, State Universities/Colleges, and employment offices in MT
DEU6-05-004-Lee	Temp	0455	04	State Local Fed Offices, State Universities/Colleges, and employment offices in MT
DEU6-05-005-Benton	Temp	0455	05/06	State Local Fed Offices, State Universities/Colleges, and employment offices in MT.
DEU6-05-005-Lee	Temp	0455	05/06	State Local Fed Offices, State Universities/Colleges, and employment offices in MT



DEU6-05-004-CMR	Temp	0455	04	State Local Fed Offices, State Universities/Colleges, and employment offices in MT. No selction was made from this Cert
DEU6-05-006-Benton	Perm	0455	07	State Local Fed Offices, State Universities/Colleges, and employment offices in MT
DEU6-05-006-CMR	Temp	0455	07	State Local Fed Offices, State Universities/Colleges, and employment offices in MT. No selection made from this Cert
DEU6-05-005-CMR	Temp	0455	05/06	State Local Fed Offices, State Universities/Colleges, and employment offices in MT. No Selection was made off of this Cert
FWS6-05-012	Perm	0482	11	Local Universities and contacts Selection made from DEU6-05-012
DEU6-05-012	Perm	0482	11	Local Universities and contacts Also announced on FWS6-05-012
FWS6-05-009	Perm	0401	07/09	Limited outreach - Post at local facilities, hand out to individuals
FWS6-05-014	Perm	0401	12	FWS Eployees Only. Sent to many State Colleges, Community Colleges, Placement offices, YWCA, Salvation Army, United Way, Nebraska Workforce, YMCA.
FWS6-05-010	Perm	0401/0486	05/07/09	Limited outreach - post at local facilities, handout announcements to individuals
DEU6-05-014	Term	0404	05/06	Local Colleges and Universities
FWS6-05-018	Perm	0482	07	Outreach to Local FWS Office.
DEU6-05-018	Temp	0455	04	State Local Fed Offices, State Universities/Colleges, and employment offices in MT. (This is a re-advertized from DEU6-05-004) No selction was made from this cert.
DEU6-05-019	Temp	0455	05/06	State Local Fed Offices, State Universities/Colleges, and employment offices in MT